



GRANT REVIEW PROCESS

Panel Selection

Throughout the year, the Delaware Division of the Arts (DDOA) and the Delaware State Arts Council (DSAC) solicit nominations of individuals to serve on grant review panels. Nominees may be artists, arts administrators, or individuals whose expertise and/or interest in the arts qualify them to objectively evaluate requests for support. Grant review panelists must be residents of Delaware. Self-nominations are accepted.

All panel nominations must be accompanied by the following information: nominee name, address, home telephone, business telephone, and the qualifications of the nominee to serve as an arts grant review panelist. Final selection of panelists is made by DDOA staff in consultation with the DSAC.

Panelists are selected for their expertise in artistic or administrative disciplines, knowledge of their community, and for their ability to objectively review grant materials. Once selected, panelists are required to fill out conflict-of-interest statements and to abstain from deliberations on grant applications submitted by organizations with which they are affiliated.

Grant Review for Organizations

Grant review panels and meetings of the DSAC are open to the public. Information on the locations and times of panel and DSAC meetings is posted in advance and is available from the DDOA office and the DDOA web site (www.artsdel.org).

For General Operating Support, Public Impact, Arts Stabilization, Technical Assistance, Education Resource, Education Partnership, and Project Support:

- Once the DDOA receives the grant application, it is logged into a grants management database. A DDOA staff member checks the application for completeness. DDOA reserves the right to request additional financial or organizational information as needed. Copies of the application are then sent to members of a previously selected and trained grant review panel. To further evaluate the quality of an organization's programs, DDOA staff, DSAC members, grant panelists, or program evaluators may also visit the applicants and attend their events.
- Grant review panels meet to discuss the merits of the applications based on the criteria listed for the grant category. A funding formula specific to the grant category is then applied. The results of the funding formula, along with grant applications and panel comments, are forwarded to the Delaware State Arts Council for their review.
- DSAC members make their final funding recommendations at their annual June meeting. Although panel rankings, panel comments, and the funding formula are important, the DSAC is responsible for making all final funding recommendations. Applicants are notified of final funding decisions after July 1, following the DSAC funding meeting and passage of the state budget.



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Grant Review for Opportunity Grants and Artist Residencies

Once the DDOA receives the grant application, it is logged into a grants management database. A DDOA staff member checks the application for completeness. Appropriate staff members review the application with the DDOA Director, utilizing the funding criteria for the particular grant. The DDOA Director then makes final decisions on funding. Notification letters are sent out within four weeks of the application submission deadline.

Grant Review for Individual Artist Fellowships

The Individual Artist Fellowship review process is administered by the Mid-Atlantic Arts Foundation, and applications are submitted electronically as E-grants. An out-of-state, nationally recognized professional in each applicant's discipline evaluates the applications in a procedure designed to remove bias. The results of the adjudicators' review are then forwarded to the Delaware State Arts Council for funding recommendations at their in December meeting. Artists are notified of the results in late December.

Appeals Process

Applicants may appeal funding decisions only on the basis of procedural error or impropriety. Dissatisfaction with the amount of an award, or a decision not to fund a project, is not sufficient reason for appeal. To be considered, appeals must provide evidence that:

- The application was reviewed on the basis of criteria other than those appearing in the relevant guidelines.
- Panelists or DSAC members were influenced willfully or unwillfully by members who failed to disclose conflicts of interest.
- Erroneous information was provided by staff, panelists, or DSAC members at the time of the application's review.

Prior to submitting an appeal, applicants should first consult with the staff member assigned to the application to review the panel comments and considerations. If the applicant wishes to pursue an appeal, the appeal must be sent in writing to the DDOA Director within 30 days of the date notifying the applicant of the DSAC's decision. The letter should contain evidence to support one or more of the above grounds for appeal. The Director will review the appeal and, at the Director's discretion, will submit the appeal to the full DSAC for review and recommendation. The Director will respond to the appeal in writing. If the applicant is still not satisfied that a fair process was used by the review panel, a hearing with the DSAC may be arranged.